

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
ADMINISTRATIVE SUPPORT SPECIALIST

1. **JOB TITLE:** ADMINISTRATIVE SUPPORT SPECIALIST
2. **DEFINITION:** This position requires an individual who is capable of exercising good judgment and who possesses excellent administrative, computer, secretarial and clerical skills, and the personal disposition and the psychological qualities generally required of people who work well with the public and other employees. The employee will be responsible to the Director of the Water & Sewer Department. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens and, as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
 - a. This position requires the use of a personal computer, Canon DR-3020 scanner, Dictaphone, 10-Key calculator, facsimile machine, photocopier, postage machine, multi-line telephone system, and miscellaneous office equipment and accessories customarily used in an office environment.
 - b. The primary job location is in the Water and Sewer Department Administrative Office. Work is generally performed indoors and is in a smoke-free environment.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Operates highly specialized computer scanning system using sophisticated administrative software.
 - b. Responsible for calculating and compiling employee work time for all Water and Sewer Divisions, checking against worksheets for accuracy, printing weekly payroll checks, and transporting all checks for signatures to City Hall.
 - c. Responsible for determining codes used in generating, developing, and maintaining specialized computer generated files and records.
 - d. Converts hard files to archive files using specialized software for the Water and Sewer Department.
 - e. Maintains historical and current files and databases, including but not limited to reports, correspondence, accounts, operations, engineering, capital projects, engineering records, personnel records, protected medical files and other records as directed.
 - f. Assists the Department Director with administrative tasks as required.
 - g. In the absence of the Personnel Assistant, responsible for preparing department payroll.
 - h. Assists Personnel Assistant in accurately computing and preparing payroll for

departmental employees; prepares, enters, and maintains all payroll related information.

- i. Responsible for preparing Lawn Care Bid comparisons for department director consideration.
- j. Assists in balancing records relating to the accrual and disbursement of sick and annual leave.
- k. Assists department employees in preparing records relating to medical and dental coverage, insurance claims, and Employee Assistant Programs.
- l. Responds appropriately to telephone inquiries seeking information from department records.
- m. Interacts with co-workers, supervisors, City Officials, and department heads and the public.
- n. Opens and distributes incoming US Postal Service mail and interoffice mail.
- o. Maintains postage machine operating requirements as per US Postal Service.
- p. Safely operates an automobile for the purpose of running errands outside the office.
- q. Sits, stands, stoops, and walks intermittently.

5. EXAMPLES OF OTHER WORK TO BE PERFORMED:

- a. Assists other departments with specialized conversion of records and documents to Adobe Acrobat PDF files.
- b. Delivers correspondence/documents to other departments.
- c. Prepares payroll in the absence of the Personnel Assistant.
- d. Delivers outgoing mail to the post office in the absence of the Personnel Assistant.
- e. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Graduation from an accredited high school or equivalent required with additional courses in general office practices, typing, and computers preferred.
- b. Five (5) years prior administrative support, secretarial experience required with two (2) years prior experience in personnel work preferred.
- c. Must be at least 21 years of age.
- d. Must have legal authorization to work in the United States.
- e. Must possess a driver's license valid in the State of Tennessee and the ability to safely operate a motor vehicle.
- f. Must have the ability to make arithmetic calculations rapidly and accurately on 10 key full business calculator.
- g. Knowledge of modern bookkeeping practices and procedures.
- h. Must possess knowledge of computers and be capable of using needed software (i.e., Microsoft Excel, Microsoft Word, Application Extender, and Adobe Acrobat).
- i. Must have good reputation for and ability to maintain confidentiality.
- j. Ability to learn and communicate personnel policies and procedures to department personnel.

- k. Possesses the ability to perform the duties of the position for an entire workday and for the entire workweek.
- l. Possesses the ability to perform occasional overtime.
- m. Possesses the ability to report for work on time and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- n. Must have good typing skills, both accuracy and speed required.
- o. Must have good verbal and written skills.
- p. Must demonstrate thorough and accurate record keeping skills.
- q. Possesses temperament and good judgment to effectively deal with the public and/or other City employees, some of whom may be irate or unreasonable.
- r. Possesses excellent human relations skills with the ability to communicate effectively with the public, elected officials, department heads and other employees of the City.
- s. Possesses good working knowledge of personal computers, word processing, database and spreadsheet programs, electronic filing, Dictaphone, scanner, document imaging, photocopying machines, multi-line telephone and inter-office communications system.
- t. Possesses physical and mental ability to work independently.
- u. Possesses excellent communication skills, both written and oral.
- v. Must have the ability to concentrate and accomplish tasks despite interruptions.
- w. Must have the ability to perform a variety of tasks simultaneously or in rapid succession.

Non-Exempt
Non-Safety Sensitive
August 15, 2005